



☐ CURRENT  
☒ PROPOSED

## DUTY STATEMENT

<small>CIVIL SERVICE CLASSIFICATION</small> <b>Senior Accounting Officer (Supervisor)</b>		<small>WORKING TITLE</small> <b>Senior Accounting Officer (Supervisor)</b>	
<small>DIVISION/OFFICE/UNIT</small> <b>Office of Fiscal Services/Accounting/Travel Services</b>		<small>SPECIFIC LOCATION ASSIGNED TO</small> <b>Sacramento</b>	
<small>COLLECTIVE BARGAINING IDENTIFIER</small> <b>S01</b>		<small>WORK WEEK GROUP</small> <b>2</b>	<small>CONFLICT OF INTEREST CLASSIFICATION?</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<small>FINGERPRINTS/BACKGROUND CHECK REQUIRED</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<small>BILINGUAL POSITION</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<small>POSITION NUMBER (Agency-Unit-Class-Serial)</small> <b>400-106-4569-XXX</b>	

**GENERAL STATEMENT**

Under the general supervision of an Accounting Administrator I, the Senior Accounting Officer (Supervisor), supervises the staff responsible for professional accounting duties in the establishment and maintenance of accounts and records within the Travel Services Unit. Duties include, but are not limited to, the following:

Candidate must be able to perform the following essential functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
<p><u>%</u></p> <p>40%</p>	<p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <p>Supervises and directs the work activities of the Travel Services Unit (TSU) which is responsible for timely processing and approving of the departments travel claims and expenses in California Automated Travel Expense Reimbursement System (CalATERS). Researches and resolves sensitive and complex travel issues related to rules and requirements issued by control agencies, State Controller's Office, Financial Information System for California (FI\$CAL) and California Department of Human Resources (CalHR), to ensure employee travel claims and accounting transactions are processed accurately utilizing the State Administrative Manual, Government Code and the State's Memorandum of Understandings, if applicable. Serves as a subject matter expert for staff within the unit. Communicates with staff to obtain information and documents required to process (TEC) Travel Expense Claims. Consults with the CalHR Travel Manager, Labor Relations Officers and Program Managers for travel related inquiries regarding Travel and Policy.</p>

<u>% (Continued)</u>	<u>ESSENTIAL JOB FUNCTIONS (Continued)</u>
40%	<p>Performs daily reconciliation of processed CalATERS batch with regular vouchers interfaced in FI\$CAL utilizing the FI\$CAL Reports and CalATERS Reporting to resolve any discrepancies and reconciling items. Identifies and tracks payments on hold and records payment data, as necessary to complete the transaction in FI\$CAL. Reviews and approves travel advance requests and processes them in FI\$CAL. Sends memos to collect travel advance balance dues from employees. Provides technical and professional assistance to subordinate staff and resolves complex accounting issues with departmental staff and Control Agencies. Directs and monitors the work activities of the unit in relation to setting up Travel Concur accounts, Citibank Government Travel Cards and State Bar Dues reimbursement payments. Coordinates and acts as a liaison between the Accounting Units, Budget Office, DIR Programs, CalHR Travel Manager, and outside agencies to resolve complex travel related issues, including Relocation Reimbursements, Travel, and Telework Program policy changes and procedures. Verifies that Excess Lodging Requests meet departmental and CalHR rules and regulations. Prepares and provides statistical and financial reports, as requested by program or management.</p>
15%	<p>Develops, maintains and updates business processes and documentation and desk procedures using CalATERS and the Financial Information System for California (FI \$CAL). Responsible for the development and coordination of training materials to train departmental staff on TSU functions, as necessary. Prepares timely probationary reports and performance appraisals for the travel unit duties and functions performed by each staff and initiates disciplinary actions, as necessary. Participates in interviews and personnel hiring process to accomplish the goal of the units. Works cooperatively with management and subordinate staff to set and track unit expectations, address accounting issues, enhancements and the implementation of new processes as they relate to the unit's duties and responsibilities.</p>

<b>%</b>  5%	<b><u>MARGINAL JOB FUNCTIONS</u></b>  Performs other job-related duties as assigned, including serving as a back-up in the Travel Service Unit to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload for operational continuity.
<b>CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS</b>	
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.</p>	
<b>SUPERVISION RECEIVED AND EXERCISED</b>	
<p><b>Supervision Received:</b>  Primarily from the Accounting Administrator I but may also receive indirect supervision from the Accounting Administrators II and III.</p> <p><b>Supervision Exercised:</b>  Supervises Accounting Officer (Specialists) and Accountant Trainees</p>	

**WORK ENVIRONMENT, JOB REQUIREMENTS, PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable), AND PERSONAL CONTACTS:**

**Work Environment:**

The incumbent is expected to work 40 hours per week in an office setting, air-conditioned, high rise building in a cubicle with temperature control, natural and artificial lighting.

**Special Requirements/Other Information:**

**Physical Abilities:**

Daily access to and use of a personal computer and telephone is essential. Typical work requires prolonged computer, telephone usage and interaction with co-workers.

**Additional Requirements/Expectations:**

The incumbent requires excellent computer skills (Word and Excel) writing skills; the ability to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility; and the ability to assist with multiple projects. This position requires the ability to work under pressure to meet deadlines.

**Personal Contacts:**

The incumbent will have daily contact with Accounting staff and also interacts with DIR programs and divisions, the public, and local, State or Federal agencies.

**ACKNOWLEDGMENTS:**

***I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation inform the hiring supervisor, who will discuss your concerns with the Diversity and Inclusion Office).***

DATE	PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE
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***I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.***

DATE	PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE
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HR APPROVAL DATE:	C&P ANALYST'S INITIALS:
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